

Information Required for Manufactured Building Permit Application

COVER SHEET

1. Must have a Massachusetts Stamp of approval or if date is not current, a copy of the Current Annual Re-Certification letter from the State.
2. Must have a Massachusetts Architect's Seal of Registration.
3. Must be for the attached plan (some will be for multiple designs).
4. Design Specifications must be completed, and must meet required specifications for the area the house is to be set and should match the data plate.

PLANS

1. Must have a current Third Party Approval Stamp (Wet Stamped) * on every page.
2. Must include foundation print with support post locations.
3. Must include a site installation or set manual or approved drawings detailing **exactly** how the building is to be attached, i.e. at foundation, girders, supports, boxes, roof.
4. Must include all information required by the State as part of the Systems approval.
5. A copy of the Stipulations for Systems Approval must be on file with this office or provided with the plans.
6. Must include plans for site built additions.
7. Must include location of BBRS labels and the data plate.

*A Wet Stamp is an original stamp and signature.

OTHER REQUIREMENTS

1. A licensed Construction Supervisor is required.
2. A certified installer of manufactured buildings for the project must be designated on the application.

For more information, refer to Chapter 35 of the Massachusetts State Building Code – Sixth Edition.